



# Haines Borough

Planning and Zoning

103 Third Ave. S., Haines, Alaska, 99827

Telephone: (907) 766-2231 \* Fax: (907) 766-2716

## SIGN PERMIT APPLICATION

<b>I. Owner/Authorized Representative</b>		<b>Owner's Contractor(If Any)</b>		
Name:		Name:		
		Haines Borough Business License #:		
Mailing Address:		Alaska Business License #:		
		Contractor's License #:		
Contact Phone:	Day	Night	Mailing Address:	
			Contact Phone: Day Night	
Fax:			Fax:	
E-mail:			E-mail:	
<b>II. Sign Location</b>				
Property Tax ID #:				
Site Street Address: (If Any)				
Legal Description: Lot (s)_____ Block_____ Subdivision_____				
<b>OR</b>				
Parcel/Tract_____ Section_____ Township_____ Range_____				
[Attach additional sheets if necessary.]				
Zoning: <input type="checkbox"/> Waterfront <input type="checkbox"/> Single Residential <input type="checkbox"/> Rural Residential <input type="checkbox"/> Significant Structures Area				
<input type="checkbox"/> Rural Mixed Use <input type="checkbox"/> Multiple Residential <input type="checkbox"/> Heavy Industrial <input type="checkbox"/> Waterfront Industrial				
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial Light Commercial <input type="checkbox"/> Recreational <input type="checkbox"/> Mud Bay Zoning District				
<input type="checkbox"/> Lutak Zoning District <input type="checkbox"/> General Use				
<b>III. Proposed Sign Information</b>				
New Sign #	Description	Length x Width	Square Feet	Total Height (Top of sign to ground)
1				
2				
3				
4				
<b>Existing Sign Information:</b>				
Existing Sign #	Description	Length x Width	Square Feet	Total Height (Top of sign to ground)
A				
B				
C				
D				

**Required Attachments:**

- ☐ Completed Application Form
- ☐ Drawing showing dimensions and height of the sign(s)
- ☐ Site Plan (see Attachment A) showing where the sign(s) will be placed on the property
- ☐ \$25 Non-Refundable Fee (Checks must be made payable to the Haines Borough)

**IV. CERTIFICATION**

I hereby certify that I am the owner or authorized representative of the property described above and that I petition for a sign permit in conformance with all of the provisions in the Haines Borough Code. I also certify that the site plan submitted is a complete and accurate plan showing any and all existing and proposed structures on the subject property. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the proposed use. I also understand that all contract work on this project will be done by a contractor holding valid licenses issued by the State of Alaska and the Haines Borough. **I am aware that if I begin work prior to receiving permit approval, I may be assessed a penalty fee, as per HBC 18.30.070.**

\_\_\_\_\_  
Signature (Representatives must provide written proof of authorization)\_\_\_\_\_  
Date

PROVISIONS: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or authorized representative to comply with the provisions of all laws and ordinances, including federal, state and local jurisdictions, which regulate construction and performance of construction, or with any private deed restrictions.

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**Office Use Only Below This Line**

Non-Refundable Application Fee    \$_____	If Application is Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No
Payment Method: _____	Notified Via: _____
Receipt #: _____	Notified By: _____
Received By: _____	Date: _____
Date: _____	
If application is approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Approved By: _____ Borough Manager/P&Z	If no, Denied By: _____ Borough Manager/P&Z
Off-Premise Sign Approval: _____ Borough Manager	Off-Premise Sign Denial: _____ Borough Manager
Permit ID #: _____	Date: _____
Permit Issued Date: _____	

Notice of Right to Appeal: All decisions of the Borough Officials are appealable per HBC 18.30.050

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

## **ATTACHMENT A**

### **SITE PLAN REQUIREMENTS**

1. Drawing showing dimensions, including elevations, of lot on which activity/construction is planned.
2. Existing streets, alleys, sidewalks, driveways, easements, including widths.
3. Existing buildings/structures on the property, their location, dimension and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
4. Proposed construction—including location, dimensions, and proximity to lot lines or other structures. (Measured from closest point on structure to other lot lines, structures, etc.)
5. Existing and proposed non-building improvements, including surface water drainage plan, driveway placement, culvert(s), off street parking (location and dimensions), on-site water and/or wastewater handling systems.
6. Shore lines, steep slopes, or other evidence of natural hazards.
7. If zero lot line construction proposed, show plan for handling snowdrop onto adjoining properties.

**It is strongly recommended that an as-built survey be performed prior to submittal of the application.**